



## **Greenfields Academy**

Great North Road, Grantham, Lincolnshire, NG31 7US

### **Clerk to the Local School Board**

Grade: G4

£19,171 - £20,344 per annum FTE  
(£1,295 - £1,374 per annum pro rata)  
*Pay award pending*

Permanent contract  
2.5 hours per week  
52 weeks per annum

Commencing 1 September 2020

#### **Internal vacancy - open to CIT applicants only**

We are seeking to recruit a Clerk to the Local School Board to provide administrative support to the Governors of Greenfields Academy. This is an important role providing support for the efficient governance of the school.

The role is varied and duties will include:

- Providing advice to the Local School Board on governance, constitutional and procedural matters.
- Providing effective administrative support to the LSB and its committees including the preparation of agendas, and the taking and distribution of minutes.
- Ensuring the LSB is properly constituted.
- Managing information effectively in accordance with legal requirements.

The contract is for 2.5 hours per week across the year, with a mix of daytime and evening meetings at the school. The administrative role can be undertaken at home.

The successful candidate will be well organised and confident with good communication skills.

To apply for this post, please email [suzanne.fenn@citacademies.co.uk](mailto:suzanne.fenn@citacademies.co.uk) with an expression of interest in the first instance.

Closing date for applications: 12 noon on Monday 29 June, 2020.

**CIT Academy Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS disclosure check.**